

ANNOUNCEMENT NUMBER: VA 16-17

**SUBJECT: Purchasing Agent** 

October 25, 2016

**OPEN TO:** All Interested Candidates / All Sources

The "Open To" category listed above refers to candidates who are eligible to apply for this position. The "Open To" category should <u>not</u> be confused with a "hiring preference" which is explained later in this vacancy announcement.

**POSITION:** Purchasing Agent

**OPENING DATE:** October 25, 2016

**CLOSING DATE:** November 10, 2016

**WORK HOURS:** Full-time 40 hours per week

**SALARY:** Ordinarily Resident (OR): FSN-6. DKK 354,871 p.a.

Will be appointed at a Developmental level one grade below the Full Performance

Grade i.e. FSN-5. DKK 341,577 p.a.

Not-Ordinarily Resident (NOR): FP-8\*. USD 36,837

\*Final grade/step for NORs will be determined by Washington.

# ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Copenhagen is seeking eligible and qualified applicants for the position of Purchasing Agent in the General Services Office (GSO), Management Section.

# **BASIC FUNCTION OF POSITION**

The incumbent is one of two purchasing agents at Post and is responsible for the simplified acquisition of both expendable and non-expendable personal property and services. Also prepares simple contracts for the acquisition of goods and services under the supervision of the Senior Purchasing Agent.

### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. **EDUCATION:** Completion of Secondary School required.
- **2. EXPERIENCE:** Minimum of one year in purchasing or procurement related work. Minimum of one year in customer service.
- **3. LANGUAGE:** Level 3 (Good Working Knowledge) Speaking/Reading/Writing of English and level 4 (fluent) Speaking/Reading/Writing of Danish is required.
- **4. JOB KNOWLEDGE:** Basic computer knowledge including MS office, excel, word, and the internet. Local market awareness for off-the-shelf purchases. Ability to perform basic cost/benefit analysis.
- **5. SKILLS AND ABILITIES:** Must be able to deal effectively with customers and vendors. Must provide excellent customer service. Must be highly organized. Must have a Danish driver's license.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities can be found at the end of this announcement or you may contact the Human Resources Office at: <a href="mailto:CopenhagenHRVacancy@state.gov">CopenhagenHRVacancy@state.gov</a>

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

# **HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

# **ADDITIONAL SELECTION CRITERIA:**

<sup>\*\*</sup> This level of preference applies to all Foreign Service employees on LWOP.

- 1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
- 2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4. The candidate must be able to obtain and hold the following: Local security certification.
- 5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants **must** submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Universal Application for Employment (UAE) (Form DS-174), which is available at the U.S. Embassy Copenhagen internet: <a href="http://denmark.usembassy.gov/about-us/jobs.html">http://denmark.usembassy.gov/about-us/jobs.html</a> OR
- 2. A current resume or curriculum vitae that provides the <u>same information</u> found on the UAE in the same order, **and**
- 3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits.), **and**
- 4. Write a Statement of Interest where you explain why you are applying.

# WHERE TO APPLY:

E-mail Address: <u>CopenhagenHRvacancy@state.gov</u>

Your e-mail must state the vacancy announcement number and your name in the subject line.

Your application package must be received by the HR Office by the closing date by COB (close of business i.e. 5 pm.)

# CLOSING DATE FOR THIS POSITION: November 10, 2016

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

# **Appendix (DEFINITIONS)**

**<u>Eligible Family Member (EFM):</u>** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the
  employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent
  dependent on the employee for support, unmarried, and under 21 years of age, or regardless of
  age, incapable of self-support; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

<u>U.S. Citizen Eligible Family Member (USEFM):</u> A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

<u>Appointment Eligible Family Member (AEFM):</u> An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

<u>Member of Household (MOH):</u> An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

# **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

# **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

# Vacancy Announcement U.S. Embassy Copenhagen

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SUBJECT: Purchasing Agent

DATE: October 25, 2016

## **MAJOR DUTIES AND RESPONSIBILITIES**

Reports directly to the Senior Purchasing Agent. Receives and expeditiously processes procurement requests. Maintains all procurement files and tracks the procurement process until goods have been received and delivered to the customer. Ensures the procurement processes fall within the established standard determined by the State Department in Washington D.C. Responsible for the use, management and reconciliation of an official government issued Purchase Card. Conducts market research, obtains bids and quotes from vendors, analyses responses in view of cost, quality and service. Performs other clerical support functions as required to manage the procurement process.

Under the supervision of the Senior Purchasing Agent, prepares simple contracts for the acquisition of goods and services. Assists in completing the required procurement reports. Supports VIP visits and other special functions. Coordinates the delivery and installation of purchased items or equipment with the ordering office. Other duties as assigned.